

Thames River Community Service, Inc.
Board of Directors Meeting
June 19, 2019
At Thames River

AGENDA

1. Review of Minutes
2. President's Report
3. Executive Director's Report
4. Committee Reports
 - a) Finance – Gayle O'Neill
 - b) Investment – Bob Fusari
 - c) Development and Public Relations – Deb Eskra
 - d) Governance - Theresa Madonna and Marilyn St. Onge
 - e) Facilities – Mike Bennett
6. Old Business
7. New Business
8. Adjournment

Next Meeting: July 17, 2019 at Martin House

MISSION: The mission of Thames River Community Service, Inc. is to provide safe housing with support services by creating an environment in which families and individuals who are experiencing homelessness pursue goals for self-sufficiency and control over their lives.

This mission is accomplished by promoting family and individual wellness, by empowering people to develop an achievable plan for successful independent living, to pursue significant employment, to acquire life skills and to maintain stability.

DRAFT

**Board of Director's Meeting Minutes
Thames River Community Service, Inc.
Wednesday, May 15, 2019 at Martin House**

The meeting was called to order at 6:49 pm by Deb Eskra

Present: Robert Fusari, Deb Eskra, Mathew Lisee, Mike Bennett, Theresa Madonna, Marilynn St. Onge, Nancy Roberts, Gayle O'Neill, Louise Summa, Ornet Hines

Excused: Keith Lee, Margaret Sabe

Staff: Kathy Allen, Executive Director

Guest: Paula Oberg

Minutes: Minutes from March 2019 have been amended and approved, Minutes from April 2019 approved.

President's Report: Deb Eskra

Deb has created a Board Calendar with specific tasks for each of the 10 months the Board meets for the July 1, 2019-June 30, 2020. Discussion about possible changes. Deb will amend and send out to Board Members and to Executive Director. It will then be put on the TR portal. Deb suggests "Facility Projects" be added to the monthly agenda. Deb reported the recently held auction was great.

Executive Director's Report: Kathy Allen

Kathy reports the recent auction went very well. The Development Committee will be meeting for review and discussion. There is still a Tahoe Trip as well as a Mexico trip available.

Kathy passed out a flyer, 2019 Birdies for Charity Donation Form that could result in up to a 50% donation to TR. See attached.

Discussion about the TR Portal, suggestions for some changes. Deb was pleased that it was up and going in such a short period of time. Changes will be made based on Board feedback.

Kathy will look into the TR Annual State Filing to CT Secretary of State.

Governance Committee: Theresa states nominations for Officers will be made in May and voted on at the June Board Meeting. She reports the committee will amend/update the Corporation By-Laws, finalize new committee assignments and prepare for installation of new officers. August 21st there will be a forum for the Board self-evaluation. Usually the Board does not meet in August but just for this year there will be an exception.

Bob Fusari made suggestions about how the portal can be arranged. He also discussed the benefits of looking into the Liberty Bank, Grow your Business Account. There was positive discussion about setting it up. Gayle will connect with Astrid for further input.

Respectfully submitted,
Paula Oberg
MH Executive Director

EXECUTIVE DIRECTOR'S REPORT

June Board Meeting 2019

The following is a general summary of my activity since our last meeting.

Administrative/Finance:

- Our annual appeal has been finalized and is with the printer; should be going out prior to the board meeting.
- We have finalized the budget for next year and will be meeting with Finance Committee on Thursday. Budget will go to full board at the meeting.

Marketing/Networking:

- As part of our fundraising/marketing strategy for the future, we asked attendees at the last event how they learned about the auction. We are interested specifically to determine what advertising and fundraising strategies we should employ. The vast majority of folks said they learned of the event from family and friends. A smaller number said they heard about the auction from Thames River staff.
- The Development Committee is meeting on the 13th to review any final thoughts about this year's auction event. This group also will be meeting with Sara at this time. She is very interested in helping us to revise and expand our Fall Fundraiser. She had some great ideas for helping us to reach out to a wider audience. This was the original purpose of launching this event...to reach a different audience in an effort to attract new donors to the agency. The Development Committee will schedule another date to meet with those interested in formulating a plan for this event, as well as to discuss other development plans.
- I attended the Annual Liberty Bank Foundation Conference. During the breakout sessions I participated in the workshop: "How to Drive Donor Engagement Using Social Media". The facilitator is a "global authority on digital storytelling". She has provided workshops and training to a myriad of nonprofits including Make a Wish Foundation, the Boys & Girls Club of America, and Facebook. She acknowledged that everywhere, large donors are decreasing and the focus needs to be to reach those who give \$200 or less. She gave several ideas of how to do this; what works; what doesn't. I have already been talking about this with staff and we are anxious to pull this type of fundraising into the Development strategy.
- To this end, we submitted an application to Network for Good for funds to produce a video and other marketing material, specifically geared toward younger donors.
- I'd like to thank Deb for having a retirement party to benefit Thames River!

- A recent new donor to the agency had a tag sale and promoted the work we do. She wanted all the proceeds from her tag sale to come to the agency as well as inform folks about this resource in their community. She brought brochures and our Agency information board to her sale. We were pleased to receive the check this week. While it wasn't a huge amount, it proved to be a marketing tool.

Facilities:

- We are in the process of having new phones installed with the money from grants written for this purpose.
- An application was sent into Norwich for the Neighborhood Assistance Grant to replace the building's siding and to make it more energy efficient. We contacted Bill Champagne of the Historical Society as suggested, but because our building is not an "historical site", in that it's only 27 years old, he didn't feel it was a project that he could help us with. There is a long process involved with this application, but we will follow it through, while also looking for any other possibilities for funding.

Board Portal:

- The Board portal is up and running. Everything from this meeting will be uploaded following the meeting. Next month, we will post the Board report with the financials and minutes listed as "drafts" until after they have been passed at the meeting. They will then go into their own folder on the portal. The password: Directors4trfp.

**Thames River Community Service, Inc.
Program Manager's Report – April 2019**

New Families	2
Current TRFP Families	21
Left for permanent housing	3

TRFP Resident Families

in employment – 8

in vocational training – 1

in education (college or h.s.) - 5

working w/Bur. Of Rehab or Employ. Agency – 0

in Day Treatment Program – 2

in 2 or 3 categories above - 0

Community Updates:

- Cooking with Staff –Ham, Rice and Beans
- Housing with Staff
- GED classes M/W/Th in the Library
- Parenting Play group with Staff



The Good Life at TRFP

Thames River Community Service, Inc.

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www.trfp.org



Together ... Creating Community

TRCS

Supportive Housing Program

Monthly Board Report

May 2019

Dear TRCS Board Members,

SHP Case Managers assisted Tenant's with long term housing goals by identifying future affordable housing options and completing applications.

SHP Case Managers assisted Tenant's with access to affordable summer camp opportunities.

Several SHP Tenants were exploring new ways to address their mental health and substance use recovery. Case Managers educated Tenant's on medication adjustments, how to track symptoms and increase their supports during this time.

SHP Case Managers attended various trainings and CCEH's Annual Training Institute where we explored models such as Housing First, Critical Time Intervention and Youth Initiatives.

SHP along with TRFP staff contributed to final details of Coordinated Access Network Policies and Procedures.

SHP staff wishes to thank all board members for their commitment and dedication which was reflected at this year's Annual Auction.

Thank you,

Sheila Hayes

SHP Program Manager

Thames River Community Service, Inc.
Development Office Report
June 19, 2019

Grants

A grant in the amount of \$10,000 has been awarded by the Community Foundation of Eastern Connecticut to fund our Supporting Young Parents Through Employment and Permanent Housing Program. This programming provides low-income parents with training in life skills and money management, employment development, and tenancy skills and housing retention. Participating in and completing these trainings will allow these young parents to overcome barriers to employment, acquire the skills necessary to manage a household, and leave Thames River Family Program with the tools needed to prevent a return to homelessness.

A grant in the amount of \$500 has been awarded from the Mystic Woman's Club to help us replace our information technology infrastructure which is outdated at almost double its normal life cycle.

2018– 2019 grants received to date total \$73,050 toward a budgeted goal of \$90,000. Donations received to date total \$64,675 toward a budgeted goal of \$74,675. The appeal is about to be mailed.

Luncheon and Auction

The gross for the event is \$50,550, a slight decrease compared to last year. However, the net had a slight increase compared to last year. Again, I am very grateful to the many members of the Board, members of the Development and Public Relations Committee and staff who volunteered their assistance, provided generous financial support, and helped to execute the event perfectly!

Development and Public Relations

The Development and Public Relations Committee will meet on June 12th.

Respectfully submitted,

Laura J. Hobart
Director of Development
June 11, 2019